

General Policies

of the

**Arizona Public Safety Communications
Advisory Commission (PSCC)**

October 26, 2005

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Article I.

Authority

The Arizona Public Safety Communications Advisory Commission (PSCC) was established by the Arizona State Legislature under A.R.S. §41-1830.41 and 41-1830.42.

The Arizona Public Safety Communications Advisory Commission is established within the Arizona Department of Public Safety.

Article II.

Purpose

The Arizona Public Safety Communications Advisory Commission shall make recommendations to the Arizona Department of Public Safety (DPS) regarding the development of a state-of-the-art public safety interoperable communications network for Arizona and an interoperability plan for the use of the network.

Article III.

Membership

- 3.1 The Public Safety Communications Commissioners shall consist of the Director or the Director's designee, and fourteen advisory members appointed by the Governor under A.R.S. §38-211. (*Title 38 – Public Officers and Employees; Chapter 2 – Qualification and Tenure; Article 2 - Nomination and Confirmation of Appointive Officers*)
- 3.2 The Governor shall make the appointments so the existing five emergency response regions in the state are as equally represented on the advisory commission as possible.
- 3.3 Commissioners shall serve three-year terms.

Article IV.

Definitions

- 4.1 “PSCC Chairman” means the Director of the Arizona Department of Public Safety or the Director’s designee.
- 4.2 “DPS” means the Arizona Department of Public Safety.
- 4.3 “PSCC” means the Arizona Public Safety Communications Advisory Commission.
- 4.4 “Commissioner” means public safety agency official appointed by the Governor to serve as a voting member on the PSCC.
- 4.5 “PSCC support office” means personnel employed by DPS to work for the PSCC and support its mission.
- 4.6 “SIEC” means the Statewide Interoperability Executive Committee which is a sub-committee of the PSCC.
- 4.7 “SIEC co-chairs” means two public safety officials appointed by the PSCC to oversee the functions of the SIEC and its working groups.
- 4.8 “SIEC Working Group” means subordinate sub-group under the direction of the SIEC.
- 4.9 “Public Safety Agency” means an organization or entity, which may include a non-governmental organization that responds to emergency and non-emergency calls including 911 calls, police, fire, emergency medical and any other call for service that provides for the safety and welfare of the citizens of Arizona.
- 4.10 “Public Safety official” means any person employed in a sworn, appointed or elected position by a public safety agency.
- 4.11 “Public Safety personnel” means any person employed in any position by a public safety agency other than sworn, appointed or elected positions.

Article V.

Functions

The Commissioners shall make recommendations regarding:

- 5.1 Development of a standards-based system that provides radio interoperability for all public safety agencies statewide.
- 5.2 Promotion of the development and use of standards-based systems.
- 5.3 Identification of priorities and essential tasks.
- 5.4 Development of a timeline for project activities.
- 5.5 Completion of a survey of existing and planned efforts statewide and benchmark against similar efforts nationally.
- 5.6 Providing support for the SIEC.
- 5.7 Establishment of committees and working groups as necessary.

Article VI.

Quorum

Eight Commissioners present at any meeting shall constitute a quorum.

Article VII.

Voting

- 7.1 Each Commissioner has one vote. A quorum is required for a vote to take place. All votes, including the minority position, shall be reported in the minutes.
- 7.2 In a Commissioner's absence, the Commissioner may appoint an alternate representative who may exercise one vote on behalf of the voting member. Proxy votes are not permitted.
- 7.3 Voting shall be conducted *viva voce* (by the voice) as a yea or nay. If the result of a vote is unclear to the Chairman, he/she shall request the vote then be taken by "roll call."

Article VIII.

PSCC Meetings

- 8.1 The PSCC shall meet quarterly or as determined by the PSCC Chairman.
- 8.2 All meetings of the PSCC shall be conducted in accordance with A.R.S. §38-431. (Title 38- Public Officers and Employees; Chapter 3 - Conduct of Office)
- 8.3 PSCC support office shall be responsible for posting notice of meetings in the lobby of the State Capitol, Executive Tower, 1700 West Washington, Phoenix, Arizona, 85007 at least twenty-four (24) hours before each meeting.
- 8.4 PSCC support office shall forward a Notice of Public Meeting with agenda details to all Commissioners prior to the meeting date.
- 8.5 All Commissioners shall observe meeting decorum. The most current edition of Robert's Rules of Order may be used as a guide to appropriate protocol.
- 8.6 Any sub-committees or working groups of the PSCC shall meet quarterly or as determined by the sub-committee or working group Chairman or co-chair(s).

Article IX.

Order of Business

- 9.1 Roll call
- 9.2 Approval of the minutes of the preceding meeting
- 9.3 Reports
- 9.4 Old and unfinished business
- 9.5 New business
- 9.6 Adjournment

Article X.

Support

The PSCC support office shall:

- 10.1 Facilitate Commission meetings;
 - 10.1.1 Coordinate agendas;
 - 10.1.2 Prepare minutes;
 - 10.1.3 Document plans;
 - 10.1.4 Report activities; and
 - 10.1.5 Disseminate information to the membership and the public;
- 10.2 Employ personnel as required with available monies;
- 10.3 Enter into contracts to assess, design, construct and use public safety communications systems;
- 10.4 Accept grants, fees and other monies for use by the Department and the Commission;
- 10.5 Enter into agreements to carry out the purposes of this Article;
- 10.6 Request cooperation from any state agency for the purposes of this Article;
- 10.7 Submit a report annually of the Commissions activities and recommendations to the Governor, the Speaker of the House of Representatives and the President of the Senate on or before December 1;
- 10.8 Provide a copy of the annual report to the Secretary of State and the Director of the Arizona State Library, Archives and Public Records; and
- 10.9 Develop and maintain work plans which will outline areas of work to be performed and appropriate schedules under the guidance of the Commissioners.

Article XI.

Statewide Interoperability Executive Committee (SIEC)

- 11.1 The SIEC is a sub-committee of the PSCC.
- 11.2 PSCC Commissioners, by majority vote, will appoint two members of the SIEC voting board who shall serve as co-chairman (hereinafter called SIEC co-chairs).
- 11.3 SIEC co-chairs will be responsible for selecting three additional members to their board, thereby making this a five-member voting board.
- 11.4 The SIEC co-chairs shall be responsible for selecting two representatives to be co-chairman of any working groups (hereinafter called working group co-chairs), and the SIEC will be supported by these subordinate working groups as needed or directed.
- 11.5 Working groups will be led by two co-chairs who will be responsible for reporting all information and business relative to their working group to the SIEC voting board at the SIEC quarterly meetings.
- 11.6 SIEC voting board shall meet quarterly or as determined by the committee. (See Article VIII – PSCC Meetings.)
- 11.7 All SIEC meetings will be conducted in an open meeting in accordance with A.R.S. §38-431. Any products created by the working groups shall be reviewed by the SIEC in an open meeting before the SIEC voting board.
- 11.8 SIEC co-chairs are tasked with the additional responsibility of, but not limited to:
 - 11.8.1 Assigning and monitoring the work and workflow within the working groups;
 - 11.8.2 Continued communications between the SIEC voting board and working group co-chairs;
 - 11.8.3 Projects or research as assigned by the PSCC;
 - 11.8.4 Making presentations on behalf of the SIEC at the quarterly PSCC meetings; and
 - 11.8.5 Advising the PSCC support office of their meeting agenda prior to SIEC quarterly meetings.